



## REQUEST FOR PROPOSAL

### **Joint Land Use Study (JLUS) of Marine Corp Air Station Cherry Point**

RECEIPT OF SUBMISSION DUE ON OR BEFORE  
December 19, 2014 4:00PM

STATEMENT OF QUALIFICATIONS  
**Joint Land Use Study (JLUS) of Marine Corp Air Station Cherry Point**

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NOTICE IS HEREBY GIVEN that Carteret County Government (hereinafter referred to as “the County” or “Carteret County”) is requesting Proposals to complete a Joint Land Use Study of Marine Corp Air Station Cherry Point and attached facilities as detailed in the scope of work.

Carteret County will receive such proposals via mail or email addressed to:

Eugene Foxworth  
Planning and Development Director  
402 Broad St  
Beaufort, North Carolina 28516  
[eugene.foxworth@carteretcountync.gov](mailto:eugene.foxworth@carteretcountync.gov)

Responses will be received via mail or email until December 19, 2014 at or before 4:00PM. The title of the email transmittal shall state CCG RFP Joint Land Use Study - (*name of lead firm*).

Carteret County reserves the right to reject any or all responses; to disqualify incomplete or improper submittals, waive minor defects as it deems applicable, request additional information from any respondent, change or modify the scope of the project at any time without penalty, negotiate terms with one or more respondents, reject any or all proposals without penalty and take steps necessary to act in the County’s best interest.

RESPONSES WILL NOT BE CONSIDERED FOR AWARD IF RECEIVED AFTER THE OFFICIAL CLOSING DATE AND TIME.

## **COMMUNICATIONS AND QUESTIONS:**

All questions regarding this RFP shall be specific and in written form, and directed via email to:

Eugene Foxworth  
Planning and Development Director  
402 Broad St  
Beaufort, North Carolina 28516  
[eugene.foxworth@carteretcountync.gov](mailto:eugene.foxworth@carteretcountync.gov)

## **PROHIBITED COMMUNICATIONS**

FROM THE ISSUANCE DATE OF THIS RFP THROUGH THE DATE THE CONTRACT IS AWARDED, EACH OFFEROR (INCLUDING ITS SUBCONTRACTORS AND/OR SUPPLIERS) IS PROHIBITED FROM HAVING ANY COMMUNICATIONS WITH ANY PERSON INSIDE OR OUTSIDE THE USING AGENCY, ISSUING AGENCY, OTHER GOVERNMENT AGENCY OFFICE, OR BODY (INCLUDING THE PURCHASER NAMED ABOVE, AGENCY HEAD, BOARD OF COMMISSIONERS, AGENCY STAFF), OR PRIVATE ENTITY, AND THE COMMUNICATION DISCUSSES THE CONTENT OF OFFEROR'S PROPOSAL OR QUALIFICATIONS, THE CONTENTS OF ANOTHER OFFEROR'S PROPOSAL, ANOTHER OFFEROR'S QUALIFICATIONS OR ABILITY TO PERFORM THE CONTRACT, AND/OR THE TRANSMITTAL OF ANY OTHER COMMUNICATION OF INFORMATION THAT HAS THE EFFECT OF DIRECTLY OR INDIRECTLY INFLUENCING THE EVALUATION OF PROPOSALS AND/OR THE AWARD OF THE CONTRACT. OFFERORS NOT IN COMPLIANCE WITH THIS PROVISION SHALL BE DISQUALIFIED FROM CONTRACT AWARD, UNLESS IT IS DETERMINED THAT THE BEST INTEREST OF THE COUNTY WOULD NOT BE SERVED BY THE DISQUALIFICATION. AN OFFEROR'S PROPOSAL MAY BE DISQUALIFIED IF IT'S SUBCONTRACTOR AND SUPPLIER ENGAGE IN ANY OF THE FOREGOING COMMUNICATIONS DURING THE TIME THAT THE REQUEST IS ACTIVE (I.E., THE ISSUANCE DATE TO THE DATE OF CONTRACT AWARD). ONLY THE DISCUSSIONS, COMMUNICATIONS OR TRANSMITTALS OF INFORMATION AUTHORIZED BY THE ISSUING AGENCY IN THIS RFP OR GENERAL INQUIRIES TO THE PURCHASER REGARDING THE STATUS OF THE CONTRACT AWARD ARE EXEMPT FROM THIS PROVISION.

## PROTECTING THE MISSION AT MARINE CORP AIR STATION CHERRY POINT JOINT LAND USE STUDY (JLUS): CARTERET, CRAVEN AND PAMLICO COUNTIES, NORTH CAROLINA

Carteret County, North Carolina, is seeking proposals from qualified firms to prepare a Joint Land Use Study (JLUS) of Marine Corp Air Station Cherry Point, ALF Bogue, OLF Atlantic, BT-11, and BT-9 and the surrounding communities. The effort is funded by the Department of Defense Office of Economic Adjustment (OEA) which provides grants to State and local governments to conduct a JLUS to support the long-term sustainability and operability of military installation complexes. Interested firms must demonstrate knowledge and experience in community planning, development and land use issues, ecosystem management/impact analysis, fiscal impact analysis, economic development, and military installation management and operations. A final JLUS report will be completed by December 31, 2015.

This Joint Land Use Study (JLUS) is a community-driven, cooperative, strategic planning process among Marine Corp Air Station Cherry Point and the surrounding counties, cities and communities to:

- To promote compatible development in the study area through revisions and updates to existing Zoning Ordinances and Comprehensive Plans plus to prepare new Plans and Ordinances where none now exist.
- To identify existing and potential non-compatible uses and propose mitigation options (particularly in the waterways in and near to the Base's facilities),
- To develop enhanced communication between the community and MCAS Cherry Point about cell phone and wind towers proposed in the Restricted Air Space, and
- To support the region's continued economic vitality, while maintaining the community's character.

Some of the unique and identifiable aspects of this project that will be included in this project are as follow:

*Regional Growth:* The relatively high growth rate in Carteret County is a particular concern to the interests of MCAS Cherry Point, as increases in density pose increasing challenges to maintaining compatible use around the Air Station and its auxiliary facilities. The population of wealthy retirees continues to seek the pleasant climate and quality of life in Carteret County. Oftentimes, these retirees have moved from some distance and are unaccustomed to the noise and other aspects of coexisting with a large military complex, particularly those residents in the Towns of Emerald Isle and Bogue. OLF Atlantic is currently highly permeable, with open boundaries and a publicly accessible road extending through the base. Instances of encroachment onto this base by sportsmen and neighboring property owners have already been identified.

*Waterway Management/Access:* MCAS Cherry Point and each of its auxiliary facilities border navigable waterways in Eastern North Carolina. The numbers of recreational and commercial boats frequenting these waterways are increasing as a result of local growth in industry, commerce, and residences. The Intracoastal Waterway near ALF Bogue, the Neuse River at MCAS Cherry Point, and the Pamlico Sound around BT-9 and BT-11 require constant monitoring by Marines to ensure public safety. Impacts to training include reduced range access, segmented training, and reduced realism.

*Alternative Energy Development:* Wind energy development poses a threat to training and mission effectiveness at MCAS Cherry Point, OLF Atlantic, plus BT-9 and BT-11. The Air Station recently determined that a proposed Open Grounds Farms wind energy development project could have multiple

negative effects on flight operations and mission readiness because the presence of wind turbines along the Military Training Routes north, south and west of the base.

The structure height of the turbines and the possibility of scrambling radar systems were both cited as concerns. The Department of Energy has identified a number of areas in eastern North Carolina as having great potential for the production of wind energy and the potential for other incompatible wind energy development in area remains high.

*Tall Structures:* The increasing construction of cell towers (both on- and off-base) attracts hundreds of roosting vultures, among other threats to aviation. Control measures have been implemented at MCAS Cherry Point, with some success. The Wildlife Services program at the U.S. Department of Agriculture Animal and Plant Health Inspection Services is used to help control birds and other wildlife that are potentially hazardous to aircraft. Continued placement of new cell towers can create additional BASH hazards in the area and along Military training routes.

Carteret County reserves the right to update the scope of this study at any time before the Final Federal Financial Report (SF425) is submitted.

## **Deliverables**

### **Task 1 Deliverables**

- Contact list of Policy Steering Committee (PSC) and Technical Advisory Committee (TAC) members and other interested stakeholders.
- One initial meeting with the PSC and TAC for RFP review and one kickoff meeting with the PSC and TAC to discuss the project schedule, tasks, logistics, and public participation plan.
- Study outline, timeline, plan of action, and milestones developed by the consultant.
- Public participation plan.
- Establishment and maintenance of project website.
- 1,500 copies of the JLUS Findings and Recommendation Brochures.

### **Task 2: Data Inventory and Mapping**

#### **2.1 Identification of Study Areas**

The consultant will work with the TAC to create a map of the JLUS study areas. Various environmental review documents, noise studies, and sustainability plans are available to support the regional JLUS, including the F-35B October 2010 Final Environmental Impact Statement (EIS), 2001 Air Installation Compatible Use Zone (AICUZ) study for MCAS Cherry Point, 2010 Encroachment Control Plan, and 2009 Environmental Assessment for MCAS Cherry Point Range Operations and 2001 Natural Resource Integrated Management Plan. It is envisioned that three study areas will be defined as part of the study:

- Primary Study Area: The area of intense study closest to Marine Corps operations for MCAS Cherry Point, ALF Bogue, OLF Atlantic, and BT-9 and BT-11;
- Secondary Study Area: The area within influence of Marine Corps (and other federal operations) that are of concern, but not deemed as critical as the Primary Study Area; and
- General Study Area: The identification of areas in Carteret County that are appropriate for those land uses and activities that are of concern in the Primary and Secondary Study Areas. It is anticipated that several documents, including releasable components of the several Marine Corps/Navy area-wide NEPA studies.

## **2.2 Existing and Future Military Operations**

The Consultant, in consultation with the Marine Corps Community Plans and Liaison Officer (CPLO), will collect information on all current Marine Corps operations at MCAS Cherry Point and its sub-installations. Future potential operations will be limited to publicly released operations under review with supporting technical documents. The consultant will review publically available GIS data (including Marine Corps if available) as part of task.

## **2.3 Existing and Planned Land Uses**

Using GIS or other available mapping data, the consultant will develop existing parcel-based land use and zoning maps for the study areas, as well as future land use maps associated with all participating municipalities' adopted comprehensive plans. Existing land use data will be updated based on aerial photography or field reconnaissance, if necessary.

As a part of this task, the consultant will inventory other relevant community and regional plans and studies for information relevant to current and future land uses. This task will also identify approved but not yet built development projects. Neighboring federal, state, and regional facility land uses will also be identified.

## **2.4 Zoning Codes and Related Regulations**

The consultant will review and evaluate building codes, zoning ordinances, disclosure statements, subdivision regulations, and other pertinent municipal, state and federal regulations in effect for the study area that control, reduce, or increase potential conflicts between land uses, air uses, and Marine Corps operations. The TAC shall approve the scope of this effort and the information will be presented in a map and/or written format, as appropriate.

## **2.5 Demographic Trends and Population Growth**

The consultant will evaluate growth and demographic trends for the last 20 years in the 3-County study area and will estimate current and future resident population and demographics by census block within the study area, based on Census and American Community Survey data. The information will be presented in a map and/or written format, as appropriate.

## **2.6 Environmental Conditions**

The consultant will complete an inventory analysis of environmental conditions in the study area. The inventory will be based on existing environmental data available at the local, state, and federal levels. The environmental analysis will include environmental conditions affecting land development, including:

- Existing natural areas, parklands, and environmentally protected areas.
- Wetlands, floodplains, and open water.
- Wildlife habitat.
- Properties subject to conservation easements/deed restrictions.
- Properties enrolled in local, state, or national conservation programs.
- Properties subject to current and future recurrent flooding, soil erosion, and storm damage.
- All current and future buffered properties.

The environmental data will be presented in a map and/or written format, as appropriate.

## **2.7 Public Infrastructure**

The consultant will identify any public infrastructure or community facility improvements currently proposed within the 3-County study area. As a part of the public infrastructure analysis, an inventory of any planned roadway and/or water and sewer improvements in the study area will be evaluated. The capacities of existing infrastructure to support current military operations will be identified as part of this effort.

In addition, the locations of energy production and distribution facilities and the generators/potential generators of electro-magnetic and frequency spectrums will be identified. The information will be presented in a map and/or written format, as appropriate.

## **2.8 Data Collection – TAC Meeting and Public Open House #1**

The consultant will meet with the TAC in this phase of the project to review and discuss all mapping produced and data collected as part of this phase of the project. This meeting will be followed by a public Open House, at a location to be determined, to allow public review and input on the mapping and project data collected to-date.

## **Task 2 Deliverables**

- GIS maps as described above, made available to Carteret County as ESRI files, using a version acceptable to Carteret County
- Interviews with local government officials and staff, Marine Corps, representatives, and other affected stakeholders.
- Written summary of existing policies and regulations for Carteret County
- Draft reports: Introduction and Statement of Goals and Needs
- Presentation to TAC and the general public
- Maintain project website

## **Task 3: Analysis of Existing and Future Land Use and Potential Conflicts with Military Mission**

### **3.1 Identification of Compatible and Incompatible Land Uses**

The consultant will identify land uses and activities that are compatible and incompatible with Marine Corps operations for the areas around Marine Corps ALF Bogue and OLF Atlantic, bombing targets ranges BT-9 and BT-11, and their related military training routes and special use air space, with special attention given to Radio Frequency Interference and Electro-magnetic

In addition, the consultant will analyze interference and encroachment issues, particularly emphasizing the identification of compatible and incompatible land uses with other neighboring federal agencies (including Air Force and Coast Guard operations) for the Primary and Secondary Study areas will also be developed, with direct input from DoD staff.

An evaluation of the General Study area will be made to determine whether there are appropriate areas outside of the Primary and Secondary Study areas to locate land uses deemed incompatible in the Primary or Secondary study areas.

### **3.2 Identification of Existing Incompatible Land Uses or Activities and Development of Mitigation Options and Strategies**

The consultant will validate the need to carry out any previously-identified JLUS recommendations, identify any existing incompatible land uses, and develop mitigation options and strategies.

### **3.3 Analysis of Natural Buffers and Conservation Opportunities**

Using data from the environmental inventory in Task 2 and other available information from the TAC, the consultant will analyze the potential to use natural areas and other existing restricted areas as buffer areas around MCAS Cherry Point and its sub-installations to reduce potential conflicts. This analysis will also include research into available conservation opportunities and partnering to expand existing buffers and/or add new ones.

### **3.4 Existing and Future Land Uses**

The land use analysis and maps will be presented to the Policy Steering Committee (PSC) and Technical Advisory Committee (TAC) for review and comment.

**Task 3 Deliverables:**

- Maps, documentation, and analysis
- Maintain project website
- Local staff will provide data already available as part of Carteret County property database and GIS layers, using ESRI versions that they currently are using
- Draft report of data, analysis, and findings to be posted on the webpage
- Consultant will compile list of comments and suggestions from PSC and TAC members

**Task 4: Verify and Develop Land Use Policy  
and Regulatory Compatibility Recommendations****4.1 Develop Land Use Compatibility Maps**

Prepare maps showing future land uses compatible with Marine Corps operations.

**4.2 Identify Potential New Measures to Encourage Land Use Compatibility**

The Consultant will validate both regulatory and non-regulatory recommendations from the 2002 study and, where necessary, identify new measures to encourage land use compatibility within the study area. Part of this task will include identifying best practices used by other communities adjacent to military installations. One specific focus of this research on best practices will identify mitigation measures for potential electromagnetic interference issues.

**4.3 Propose Changes to the Adopted Comprehensive Plan**

Identify and draft potential changes to the written policies of the comprehensive plan to ensure compatibility with Marine Corps operations.

**4.4 Prepare Recommendations**

The recommendations will consider options such as building codes, land exchanges, development incentive programs, conservation easements, business permitting, opportunities to leverage DOD Readiness and Environmental Protection Initiative (REPI) land protection funding, performance standards, special overlay zones, and special procedures for reviewing developments within the study areas, including early notification to the Marine Corps on proposed projects.

A process will be developed by the consultant for use by the participating entities to work with the State of North Carolina, MCAS Cherry Point, Department of Defense Siting Clearinghouse, and other Federal agencies to support compatibility between development of regional renewable energy resources and military operations, including test and training activities.

The Department of Defense Siting Clearinghouse requirements and standards published in Title 32, Code of Federal Regulations, Part 211, shall advise and guide the process to facilitate the early submission of renewable energy project proposals to the Clearinghouse for military mission compatibility review.

**4.5 Preliminary Recommendations, Meeting, and Public Open House #2**

The consultant will meet with the Policy Steering Committee (PSC) and Technical Advisory Committee (TAC) to review the preliminary recommendations developed during this phase of the project. The meeting will be followed by a public Open House to allow public review and input on Preliminary JLUS recommendations. Mapping and other data, as appropriate, will be posted on the project website.

**Task 4 Deliverables:**

- Maps and draft land use compatibility analysis and assessment of proposed changes to the adopted comprehensive plans. The maps will be made available to Carteret County as ESRI files, using a version acceptable to Carteret County.



- Draft report identifying all recommendations (within the context of military-civilian responsibilities), documenting the interrelated nature of the recommendations, and highlighting their mutual costs/benefits.
- Compilation of recommendations specific to each participating jurisdiction, particularly regarding policies, ordinances, land use controls, electromagnetic interference and other pertinent measures.
- Maintain project website.
- Compile a list of comments and suggestions from PSC, TAC members, and the public.
- Create suggested language for inclusion in all existing Comprehensive Plan updates.
- Create model zoning ordinance language.

### **Task 5: Preparation of Draft JLUS Report**

#### **5.1 Draft Report Preparation**

The consultant will assemble the mapping and analysis completed for the JLUS validation into a draft report for public review and comment. The report will first be provided to both the Policy Steering Committee (PSC) and Technical Advisory Committee (TAC) for internal review and comment. All comments will be addressed and considered in preparation of a final draft for public distribution.

#### **5.2 Draft JLUS Presentation/Meeting**

This task will include a presentation of all components of the draft JLUS report to the PSC and TAC prior to holding a Public Information meeting of the draft JLUS recommendations. Draft documents and maps will also be posted to the project website for project team review and comment.

#### **5.3 Draft JLUS Public Information Meeting**

The consultant, along with PSC and TAC members, will hold a public information meeting to receive comments on the draft JLUS.

#### **Task 5 Deliverables:**

- Hard copies and CDs of the draft report
- PowerPoint presentation and/or handouts, as necessary
- Findings and recommendations brochure

### **Task 6: Preparation of Final JLUS Report**

#### **6.1 Draft Report Responses to Comments and TAC Meeting**

The consultant will review public comments received and prepare responses to these comments. The consultant will meet with the TAC to review these responses and discuss methods to revise the document prior to preparation of the final report.

#### **6.2 Final Report Preparation**

The consultant will prepare a revised final report incorporating comments and/or including an appendix with comment responses received during the draft review. The final report will be posted to the project website for team review. As part of the final plan, the consultant will prepare a detailed and prioritized strategy to implement key findings and recommendations, with input from the Project Manager, PSC, and TAC. This strategy will include recommended methods for measuring effectiveness of implementation measures over time.

The consultant will also prepare an executive summary containing key findings, recommendations, and implementation strategies. The consultant shall prepare a chart, table, or some other method to graphically depict key findings that illustrate costs, responsible parties,

timing (short term, midterm, and long-term), and prioritization. The final report (including all maps and exhibits) will be submitted to Carteret County in an editable electronic format.

### **6.3 Finalize Report and Project Close-Out**

The consultant will prepare and submit the Final JLUS document and all supporting digital data to Carteret County for distribution to the Marine Corps, OEA, and other project stakeholders.

### **6.4 Presentation of Executive Summary**

The consultant will present the Executive Summary and other information deemed relevant to Carteret County Board of Commissioners, Town Councils of Bogue and Emerald Isle and other communities, Marine Corps and other groups or stakeholders that were engaged in the JLUS process.

#### **Task 6 Deliverables:**

- A final version of the JLUS, including Executive Summary and Implementation Strategy that is properly formatted and able to be posted on Carteret County's website
- Twelve (12) hard copies of the final JLUS, including the Executive Summary and Implementation Strategy
- Twenty (20) copies of the Executive Summary
- All mapping data to be provided to Carteret County in ESRI format
- A CD for OEA
- A CD for each participating community or organization

All documents (including maps and exhibits) created as part of this JLUS, including the drafts and final copies of the JLUS, are the property of the Carteret County. Other documents that are considered County property include, but are not limited to:

- Contracts
- Requests for Proposal
- Scope of Work
- Others

### **Task 7: Other Analysis**

#### **7.1 Evaluate Permitting Process**

The consultant will evaluate the permitting and development approval processes for all types of possible development in the study area, with an emphasis on expedited review processes and enhanced military involvement and interaction.

#### **7.2 Evaluation Communication Plan and Process**

The consultant will evaluate existing communication plans and processes between the base and the community regarding events that impact both communities and will recommend improvements to the plan and processes currently in-place for coordination of marine traffic along area waters; and procedures..

### **Task 8: JLUS Implementation**

The consultant shall provide planning assistance associated with the preparation of zoning codes and ordinances for the participating counties and municipalities. The scope of such services will include:

#### **8.1 Preparation of preliminary draft ordinances**

The consultant will use the findings of reviewing and analyzing existing ordinances, JLUS, and city and county policies/guidelines regarding land development issues to develop draft ordinances for each participating entity to include:

- Updating all development regulations including zoning, development regulations, and permitting processes
- Updating zoning district classifications
- Updating density and dimensional standards
- Establishing lighting standards
- Establishing wind turbine ordinances
- Establishing cell phone ordinances
- Establishing noise attenuation standards
- Creating graphics to correspond with each ordinance
- Development of specific Atlantic Field and bombing range protection strategies

## **8.2 Review of preliminary draft ordinances**

The consultant will walk the planning commission/Board and staff of each of the participating entities through the draft documents in a series of four work sessions. The consultants will also coordinate a legal review of the preliminary draft document with each entity's legal advisor.

## **8.3 Preparing changes to the preliminary draft ordinances**

The consultant will prepare revisions, based upon the recommendations and comments of the participating entities. The consultant will also prepare an Executive Summary of the draft revisions and a Summary of Major Changes that highlights the most significant changes from the current regulations. The Executive Summary and Summary of Major Changes will be particularly useful in review meetings with the Planning Commission, County Commissioners, at the second public informational meeting, and at the public hearing.

## **8.4 Review the revised preliminary draft revisions**

The consultant will prepare the necessary changes to the preliminary draft revisions, based upon the recommendations and comments of the participating entities. The consultant will then conduct a second public informational meeting with identified stakeholders and the general public to review the major changes delineated in the draft revisions. The consultant will prepare necessary changes to the draft revisions, based upon recommendations and comments received at the public informational meeting.

## **8.5 Preparing a final draft of the revisions**

The consultant will prepare a final draft based on the second review and coordinate a legal review of the final draft document with the legal advisors and staff of the participating entities. The consultant will then review the final draft revisions, particularly the major changes from the existing regulations, with the participating entities in a individual work sessions with each entity.

## **8.6 Delivery of final ordinances and other report materials**

The consultant will prepare necessary changes to the final draft, based upon comments received during the joint working session. The consultants will then attend a County Commissioners public hearing to assist the County staff in presenting the final draft revisions for adoption. The consultant will then prepare any required changes to the final draft revisions, based upon recommendations and comments received at the public hearing.

## **Task 8 Deliverables**

- The preparation of the final, adopted ordinances in both printed and digital formats (25 loose-leaf hard copies and one electronic copy).

## **Task 9: Project Coordination**

The consultant will supply a Project Manager who will coordinate the project, which will include:

- Act as a liaison between the Policy Committee and the Technical Advisory Group;

- Arrange meetings;
- Take and transcribe meeting minutes;
- Create and disseminate agendas and meeting materials;
- Create and maintain relevant databases;
- Copy and disseminate materials;
- Handle printing and publication;
- Pickup and delivery of material;
- Provide logistical support for the study to the Policy Committee and the Technical Advisory Group.

## **PROPOSAL CONTENT**

Proposals shall include the following:

- A cover letter signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the County. The cover letter should also identify the person who will be responsible for regular communication with the County.
- A brief history of the consulting firm(s) including:
  - ✓ Organization, size and office locations; and
  - ✓ The office location where the work associated with the project would be performed.
- Description of the range of services provided, relevant work experience, capabilities and expertise which qualify the consultant(s) to undertake the project. Relevant work experience should include projects with similar sized counties undertaken within the last five years. For each project, include the name, title and telephone number of a representative that the County may contact to discuss their experience.
- Identify the individual or individuals who would be providing services to the County, listing his or her individual work experience with similar Counties.
- A scope of services that provides the consultant's approach and methodology to execute the attached work program. The proposal may be creative and suggest alteration to or enhancement of the work program. Project approach might include data sources, public participation, goal and policy directions, suggesting optional elements, etc.
- Indicate the format of the monthly reporting procedure to which the project team will adhere.
- Costs per work element and a not-to-exceed cost proposal to provide the services described herein. The proposal should also include billing options.

## **Evaluation and Selection Criteria**

Proposals will be distributed to a committee and evaluated against the following criteria. Each of the identified criteria as an assigned weight (whole numbers between 1 and 100) that is used to establish their relative importance in the evaluation process.

| <b>Criteria</b>  | <b>Maximum Points</b> |
|--|-----------------------|
| Consultant Qualifications                              |                       |
| Consultant Experience for JLUS and/or Similar Projects |                       |
| Understanding of the Project                           |                       |

|   |  |
|---|--|
| Familiarity with State, regional and local planning and development laws, policies, regulations, and procedures       |  |
| Stakeholder Engagement and Public Involvement   |  |
| Familiarity with Military Department plans, studies, and documents defining military operations and mission footprint |  |
| Cost  |  |

### **Consultant Qualifications**

- Describe the related experience of the lead Consultant and Subconsultants.
- Describe the related experience of individuals assigned to the project.
- Are resumes complete and do they demonstrate appropriate education and professional experience?
- Is the project team organizational structure clear and appropriate?

### **Consultant Experience**

- Is the Consultant and Subconsultant(s) described expertise and/or specialty applicable and beneficial to the JLUS project?
- How well has the Consultant and Subconsultant(s) demonstrated experience in completing similar projects on time and within budget?
- Indication of sufficient staff for all facets of the proposed study workload, including previous work with proposed Subconsultants.
- Identified specific personnel and their qualifications for conducting the JLUS.
- Identify Consultant and Subconsultants past record of performance on similar projects.

### **Understanding of the Project**

- Have the Consultant and Subconsultant(s) demonstrated a thorough understanding of the purpose and scope of the JLUS project?
- How well has the Consultant and Subconsultant(s) identified pertinent issues and potential problems related to the JLUS project?
- How well has the Consultant and Subconsultant(s) demonstrated they understand the expected deliverables?
- How well has the Consultant and Subconsultant(s) demonstrated they understand the time schedule and can they meet the schedule?

### **Familiarity with Planning and Community Development**

- Demonstrated knowledge of State, regional, and/or local community planning and development laws, policies, regulations, and procedures.
- Demonstrated knowledge of local, State and Federal programs that can offer support in implementing the JLUS recommendations to promote and guide compatible development.

### **Stakeholder Engagement and Public Involvement**

- Identify approach to ensure broad based stakeholder engagement and public involvement throughout the JLUS process.

### **Understanding of Military Operation Footprint**

- Demonstrated knowledge of technical Military Department studies, reports, and plans that define the mission footprint for military operations to support the JLUS planning process.
- Demonstrated understanding of the implication of the military mission footprint on nearby development, both existing and future.
- Demonstrated understanding and experience in working with Military Department personnel to support positive and effective dialogue with surrounding local and State government(s).

### **Cost**

- Proposed cost and schedule for the JLUS project.
- Demonstrated commitment and internal policies to meet the project budget and schedule.
- Consultant and Subconsultant geographic location in relation to the study area.